



# STATE OF ARKANSAS

## Department of Veterans Affairs

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Mike Beebe  
Governor

David Fletcher  
Director

### PERSONNEL

ADVAP 2-1

July 1, 2009

#### Disciplinary Policies, Rules and Procedures

1. GENERAL: All employees have a right to know what can and cannot be done, their rights and privileges, and the consequences of unacceptable behavior.
2. PURPOSE: To transmit a new procedure pertaining to agency disciplinary policies, rules and procedures. This procedure is being furnished for each Supervisor. Copies of Section II (excerpt) pertaining to the class definitions and the specific rules and/or infractions and prescribed penalties are being distributed to each Agency employee.
3. PROCEDURE:
  - a. Supervisors will:
    - 1) Study and familiarize themselves with the contents of the Disciplinary Policies, Rules and Procedures.
    - 2) Discuss the disciplinary policies, rules and procedures with all employees and furnish each employee with a copy of Section II (Attachment 2), the employee excerpt on Disciplinary Rules and Procedures.
    - 3) Detach and retain the signed employee certification in the office employee file.
4. INFORMAL DOCUMENTATION, ATTACHMENT 3:

a. Supervisors will:

- 1) Ask themselves the questions on page 1 of Attachment 3 prior to recommending a disciplinary action.
- 2) Submit formal documentation with the recommendation for disciplinary action to the Arkansas Veterans Home Administrator, Arkansas Department of Veterans Affairs (ADVA) Management Project Analyst II (MPA II) (Chief, Field Services) and/or Deputy Director.

5. FORMAL DOCUMENTATION, ATTACHMENT 4:

a. Veterans Home Division:

- 1) The Supervisor will submit documentation of infraction to the Administrator.
- 2) The Administrator will review all documentation; investigate the incident or series of incidents and report findings to the ADVA Deputy Director.
- 3) The ADVA Deputy Director will review all documentation, investigate and make a written recommendation to the ADVA Director stating why a disciplinary memorandum is necessary.
- 4) The ADVA Director will cause the incident to be investigated and make a final determination. If the formal documentation is appropriate, the ADVA Deputy Director or Arkansas Veterans Home Administrator will prepare it.

b. Veterans Affairs Division:

- 1) The Supervisor will submit documentation of infraction to the ADVA Deputy Director.
- 2) The ADVA Deputy Director will review all documentation, investigate and make a written recommendation to the ADVA Director stating why a disciplinary memorandum is necessary.
- 3) The ADVA Director will cause the incident to be investigated and make a final determination. If the formal documentation is appropriate, the ADVA Director or his designee will prepare it.

c. Arkansas State Veterans' Cemetery Division:

- 1) The Management Project Analyst II (MPA II)/Cemetery Director will submit documentation of infraction to the ADVA MPA II (Chief, Field Services).
- 2) The ADVA MPA II (Chief, Field Services) will review all documentation; investigate the incident or series of incidents and report findings to the ADVA Deputy Director.
- 3) The ADVA Deputy Director will review all documentation, investigate and make a written recommendation to the ADVA Director stating why a disciplinary memorandum is necessary.
- 4) The ADVA Director will cause the incident to be investigated and make a final determination. If the formal documentation is appropriate, the ADVA Deputy Director or MPA II (Chief, Field Services) will prepare it.

6. INQUIRIES: Questions may be directed to the ADVA Management Project Analyst II (MPA II) (Personnel and Finance Manager) at 501-370-3820 through customary channels.

7. SUPERSESSION: This procedure supersedes Disciplinary Rules and Procedures, Employee and Disciplinary Action Guidelines for Supervisors, June 16, 2000, in their entirety.

8. FORMS PRESCRIBED: ADVA Form 72 - Employee File Notes.

By:

DAVID FLETCHER  
Director

Distribution:

- a. ADVAP 2-1 with Attachments: D, F, N.
- b. ADVAP 2-1 Attachment 2, Section II only: A.